

Administrative Clerk

Position Details

Class Code: 0200

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 50 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, organizes, directs, and reviews complex clerical activities.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, organizes, and sets priorities on work and works independently with minimal supervision.
2. Organizes and supervises the maintenance of complex records and files.
3. Plans coordination of work of several others in terms of needs of particular tasks.
4. Prepares complex reports on own initiative or as directed.
5. Suggests and initiates decisions to improve workflow or to modify clerical procedures.
6. Promotes public relations and deals tactfully and diplomatically with people.
7. Determines procedures for handling unique problems.
8. Interprets, explains, and applies written and oral instructions, procedures, and regulations.
9. Prepares correspondence to explain material sent to answer requests and complete forms.

10. Develops procedures for obtaining information from employees, from records, or by observation.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex clerical tasks requiring substantial judgment and analytical ability.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Clark County School District operation in relation to division/department operations.
 2. Knowledge of business machines, office equipment, and record keeping/accounting.
 3. Ability to create original reports, correspondence, and procedures.
 4. Ability to promote public relations and deal tactfully and diplomatically with people.
 5. Ability to plan, supervise, and coordinate work of several others in terms of needs of particular tasks.
 6. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
 7. Ability to keep information confidential and maintain an ethical attitude.
 8. Ability to do editorial checking for spelling, punctuation, and grammar.
 9. Ability to concentrate on accuracy of details.
 10. Ability to determine procedures for handling unique problems.
 11. Ability to cooperate with management, staff, and the public.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
 14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years of clerical experience.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications

Examples of Assigned Work Areas

Clark County School District facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 09/30/21
- Created: 10/20/00